State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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October 11, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-20

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
               Director

SUBJECT: Social Security Verification Report (ZP49)

OSUP submitted a diskette with employee information to the Social Security Administration (SSA) to verify employee names and social security numbers against their records for EVS (Enumeration Verification System). Information was included for all employees, active and inactive. **Agency personnel must run report ZP49, Social Security Verification Report, to see if your agency had any mismatches of data.** This report identifies the differences between ISIS HR and Social Security's records, listing social security numbers and/or names that do not match Social Security's data file. It includes the employee's Pers Area, Org Unit, Org Name, Emp Number, last name, first name, middle name, SSN, birthdate, gender, verification code with an error description, and any verified different SSN, if any. **Agencies must research and correct any differences as soon as possible for W-2 purposes and to avoid penalties from the IRS.** To update incorrect data in ISIS HR, follow instructions in ISIS HR On-Line Help for Maintain Personal Data. This file will be available for review until November 2, 2001. If the report cannot be generated within this time, a request must be submitted to OSUP to extend the availability of the file.

Error codes "1", "5", and "*" must be researched immediately to assure W-2s are processed with correct information. Error codes "2", "3", and "4" do not need to be addressed before W-2s are produced this calendar year, but these codes must be addressed to ensure the accuracy of employee data with Social Security Administration.

Social Security Administration suggests that you do the following for any differences:

- Ask to see the employee's Social Security card to assure that the name and Social Security number were correctly entered in ISIS HR, and make the necessary corrections. Also, advise the employee that they may want to have their name changed on their Social Security card by the SSA.
- If the Social Security card and ISIS HR match, have the employee check with a local Social Security office to determine the problem. Agencies may need to intervene and contact SSA also.

If you have any questions, please contact a member of the Benefits and Financial Administration Unit at (225):

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Penny Jones	342-5354	Angel Vernon	342-5344

JWC:PAR/kmb